

TASK ORDER SOW FORMAT

FOR

MINORITY INSTITUTIONS TECHNOLOGY SUPPORT SERVICES

As of dd/mm/yy

Contract Number:

Task Order Number: (completed by Contract Officer at time of TO award)

1. Task Monitor(s) (TM):

- a. Primary TM:
- b. Alternate TM:

The TMs are the main points of contact for the COR, KO, and the contractor during pre-award. At the time of award, the TMs are assigned in writing by the DISA KO to serve as the TMs during TO execution. TM will notify the CIO COR immediately with the name of the replacement primary or alternate should either of these changes.

Identification information for Primary and Alternate TMs:

Name:
Organization:
Address:
Telephone Number
Fax Number:
E-mail address

This paragraph shall also identify and summarize task order management.

2. Task Order Title: Short title of work to be done.

3. Background: Reason why this effort is required, any parallel efforts to current or prior procurements, delivery orders, other agency activities. This paragraph should identify what special skills, qualifications (resume's), results, and/or performance capabilities are important in solving problems or inherent in meeting the deliverables to the customer, for purposes of best-value evaluation criteria.

MITSS Task Order Guidelines
Attachment 3

4. **Objectives:** A concise overview of the customer's goals and expectations for the results of this TO.
5. **Scope:** General scope of the work to be done. You must identify the appropriate Statement-of-Work Task Area, e.g. "Task Area 2-System Engineering."
6. **Specific Task:** Provide a narrative of the specific tasks and subtasks, including any incidental, unique and critical supplies, materials, software, and/or equipment directly necessary for contractor performance.
7. **Place of Performance:** Specify whether the work is to be performed at the Contractor's and/or Government site.
8. **Period of Performance:** State total calendar days after TO award.
9. **Deliverable/Delivery Schedule:** Describe precisely the items to be delivered both during and at completion of the TO.

SOW Task #	Deliverable	CDRL/DID#	Calendar Days	# OF	Distribution	Remarks
Sub Task	Subtitle	Title	Days After TO Award	Copies		

10. **Security:** State "UNCLASSIFIED," "CONFIDENTIAL," "SECRET" or "TOP SECRET."
11. **Government Furnished Equipment (GFE)/Government Furnished Information GFI:** Identify any GFE and/or GFI, and any limitations that will be provided to the contractor.
12. **Packaging, Packing, and Shipping Instructions:**
13. **Inspection and Acceptance Criteria:** See Contract SOW, Paragraph 15, and Page 29.
14. **Accounting and Appropriation Data:** State "see item 17 of the DD Form 1155, Order for Supplies or Services."
15. **Other Pertinent Information or Special Considerations:** Include any special considerations or unique requirements necessary to accomplish the TO (e.g., "specialized

MITSS Task Order Guidelines
Attachment 3

experience with UNIX). As appropriate, this section might contain:

- a. Identification of possible follow-on work
- b. Identification of need for Resumes
- c. Identification of potential Conflicts of Interest
- d. Identification of Non-Disclosure Requirements

16. **TO Evaluation Criteria.** State in narrative form the criteria to be used to evaluate the written contractor's proposals as part of the evaluation process. The DISA FORM 245 is the current form that may be used to evaluate performance on either a periodic or deliverable basis when the value of the order falls below the \$1 million threshold for mandatory past performance evaluation.
17. **Key Personnel Substitution.** At the discretion of the ordering Contracting Officer and/or by mutual agreement through task order negotiations, key personnel may be identified by labor category and by name. If this clause is invoked, these individuals may not be substituted without written prior approval of the ordering contracting officer or his designee (COR or TM).
18. **Travel approval.** If specified within individual task orders long distance travel may require special approval of the contracting officer or his designee (COR or TM).